The Az POST Training Tracker System is for Law Enforcement use only. If at any time your agency needs to change a user name, password, or PIN please contact your Az POST Training Specialist.

To access the system use the following URL: https://agency.azpost.gov (be sure you use https:// not http://)

You should have received an E-Mail or a letter which contains your unique user name and password. Each user name is allowed access to one agency. Enter the user name and password you received into the Logon Screen as shown below.

Note that your computer IP address and your logon attempts are captured and logged for security reasons.

Once you enter your user name and password click the "VALIDATE" button on the screen. If the user name and password you entered is not valid, the screen will turn the user name and password boxes red and you will receive a message indicating a failure. If you fail to log into the system correctly three consecutive times your account will be locked out and you will need to contact the Az POST technical support team at: 602-223-2514 x210 or x268.

This illustration shows a failed logon attempt.

After a successful logon you will be required to provide your agency PIN (Personal Identification Number). This PIN is unique to you, and ensures that you are allowed access to the agency you have logged into. If this is your first time using the system you must request your PIN by E-Mail by clicking on the green "SEND ME MY PIN" button. Ensure you have access to the E-Mail account you provided to Az POST. If you already have your agency PIN you can enter the PIN and click the red "VALIDATE" button to access your agency records.

This illustration shows the PIN request screen.

If the PIN you entered is not valid, the screen will turn the user name and password boxes red and you will receive a message indicating a failure. If you fail to log into the system correctly three consecutive times; your account will be locked out and you will need to contact the Az POST technical support team at: 602-223-2514 x210 or x268.

This illustration shows a failed PIN authentication.

The below illustration shows the Agency Main Menu.

You will see you have several options:

1. Agency Roster – This tool will show the persons on file with Az POST as active, certified Peace Officers within your agency.
2. Completed Training – This tool will show the persons that your agency has marked as completed the Az POST SB1070 training program (only active officers will be displayed).
3. Not Completed Training – This tool will show the persons that your agency has not yet marked as completed the Az POST SB1070 training program (only active officers will be displayed).
4. Enter Training Records – This tool will allow you to mark active officers for your agency as having completed the Az POST SB1070 training program.
5. Remove Training Records – Use this tool to correct errors that may have been made while using the Enter Training Records Tool.
6. Log Off – Always be sure to log off of the system when you are done working with it.

The Agency Roster shows the persons that Az POST currently has on records as being an active, certified Peace Officer within your agency. If you discover persons missing, or find persons who are no longer working as Peace Officers with your agency, contact your Az POST compliance specialist at 602-223-2514. Your agency's compliance specialist will assist you in resolving record conflicts.

The illustration below show a partially redacted version of the report.

Agency Menu   Help ?

ARIZONA PEACE OFFICER STANDARDS AND TRAINING BOARD
AGENCY ROSTER

AGENCY: You logged in as: ▬▬▬Police Department LIST GENERATED: 5/28/2010 12:08:54 PM
(for best results print this page in landscape layout)

POST ID	LAST NAME	FIRST NAME	MIDDLE NAME	SSN (LAST 4)	APT DATE	RANK	CERT TYPE
▬▬	▬▬▬	ANTHONY	J	▬▬	▬▬▬	▬▬▬	FA
▬▬	▬▬▬	WILLIAM	M	▬▬	▬▬▬	▬▬▬	FA
▬▬	▬▬▬	JONATHAN	J	▬▬	▬▬▬	▬▬▬	FA

The Not Completed Training and the Completed Training Report is similar to the one shown above, however it will only show persons who have either completed or not completed the training depending on the particular report you run.

The system to add training records for the SB1070 training is simple and easy to use. To access the system click the "ENTER TRAININNG RECORDS" button from your agency main menu. Below is a redacted version of the Add Training Records Screen. Let's take a look at how it functions.

To mark a person as having completed the training, find their name in the list on the left. Only active, certified officers who still need to complete the training will appear in the list. Find the persons you wish to add and click the "ADD" button. You will find the person is then moved into the large white box on the right, and they cannot be selected again.

Notice there are page numbers that appear at the bottom left side of the screen. These page numbers will help you navigate through large lists of persons quickly. Names are always listed

in alphabetical order, and the last 4 digits of the officers SSN is listed to help you identify persons with similar names.

This illustration shows how the screen will look after several people have been added to the list on the right.

Notice how the selections on the left have turned a light gray color, and the names have been moved to the box on the right. The people who now appear in the box on the right are ready to be marked as having completed the training.

If you accidently add a person to the list on the right, click on the name(s) highlighting it, then press the yellow "REMOVE" button. This will clear the person from the list.

You have not marked the persons as having completed the training until you press the green "DONE" button and complete the attestation process. Once you click the "DONE" button you will be asked to review the persons you have selected and enter some information about yourself. You will need to enter your first and last name, your rank or title, and your department badge or ID number.

This illustration shows a redacted training verification screen.

Arizona Peace Officer Standards and Training Boad   Help ?

CERTIFICATION OF TRAINING:
NOTICE - YOU ARE CERTIFYING THAT THE BELOW LISTED PERSONS HAVE COMPLETED THE AZ POST SB1070 TRAINING.

Agency: You logged in as: ▮▮▮▮**Police Department   Training Date: 5/28/2010**

Please enter your information then click "CONFIRM" :   CONFIRM

Last Name	First Name	Rank / Title	Agency ID / Badge Number
POST	Arizona	Training Coordinator	123456

▮▮▮▮, CHRISTOPHER J   ▮▮▮▮, ROBERT L   ▮▮▮▮, ROBB A   ▮▮▮▮ HARRY W

After you have entered your information and reviewed the names you have selected click the green "CONFIRM" button. You will then be given confirmation that the information has been added to the database. You may print this confirmation for your records.

This illustration shows a redacted confirmation of your submission.

Arizona Peace Officer Standards and Training Boad   Help ?

CONFIRMATION OF SUBMISSION:
THE BELOW PERSONS HAVE COMPLETED THE AZ POST SB1070 TRAINING.
YOU MAY PRINT THIS PAGE FOR YOUR RECORDS.

Agency: You logged in as: ▮▮▮▮ **Police Department   Training Date: 5/28/2010**

Record Stamp: 5/28/2010 1:03:19 PM   Result: TRAINING RECORDS ADDED

▮▮▮▮ CHRISTOPHER J   ▮▮▮▮, ROBERT L   ▮▮▮▮, ROBB A   ▮▮▮▮HARRY W

Notice the phrase Result: TRAINING RECORDS ADDED. If you receive a message other then that the training records have been added, an error occurred and the data was not accepted into the system. You should contact Az POST Technical Support at: 602-223-2514 x210 or x268.

Removing training records that were added in error is quick and easy. From your agency main menus click the "REMOVE TRAINING RECORDS" button. The Remove Training Records Tool will open. To find training records you may select a specific training date from the calendar, or simply leave the date blank to find all the records. To find the training records simply click the green "SEARCH" button.

This redacted illustration shows the results of a search for a specific date:

To remove a record; simply click the large "REMOVE" button next to the person you want to remove. BE CAREFUL! You will not be asked twice. If you accidently remove a record you can add it back into the system as explained in the How to Enter Training Records section.

If you need assistance you should contact your Az POST Training Specialist. If you require specific technical help or you are locked out of the system contact Az POST Technical Support.